TO
THE PRESIDENT OF THE
BULGARIAN CHAMBER OF
COMMERCE AND INDUSTRY

APPLICATION FORM

for the registration of a Trade Representation Office

of.....

(*name of the foreign entity*)

Dear Mr. President,

In compliance with Art. 24, Para 1 of the Investment Promotion Act, I would like to register a trade representation office of ..... headquartered in .....…… (*address of the foreign entity*)

I submit the following documents:

1. Official document for the registration of the foreign entity, issued by a competent organ as provided by its national legislation. The document must show the current status of the foreign entity, i.e. it must be issued not earlier than 6 months before submission at the BCCI.
2. Official document, indicating the persons representing and binding the foreign entity, issued by a competent organ as in the preceding paragraph.
3. Resolution of the managing body of the foreign entity for the establishment of a representation office in Bulgaria.
4. Original of a power of attorney, attested by notary public, given by the person(s) under item 2 to the individual, authorized to register and manage the representation office in the Republic of Bulgaria, indicating the scope of granted powers. It is possible to submit also a certified true copy of this power of attorney.
5. Original signature specimen(s) of the person(s) representing the Company in Bulgaria – by right or with power of attorney. The signature specimen has to be attested by notary public, or, it has to be made on a special declaration form prepared by BCCI before an authorized employee of BCCI Trade Register Bureau.
6. Document about the paid up fee for the registration of the trade representation office, according to the Tariff of Rates of Services, provided by BCCI.
7. Filled-in registration card for the BCCI information system.

Date: Signature:

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Requirements for the certification and legalization of the submitted documents:

After being issued by the respective competent organs under the national legislation of the foreign entity, the documents under item 1 and 2 have to be certified for authenticity by:

- The Ministry of Foreign Affairs of the issuing country and the Consular Office of the Republic of Bulgaria in this country, or,
- The Consular Office of the issuing country in the Republic of Bulgaria, then by the Consular Department of the Bulgarian Ministry of Foreign Affairs (when the documents have not been certified in the issuing country), or,
- Another consular office, representing the interests of the issuing country in the Republic of Bulgaria (if it has no accredited office of its own), and then certified by the Consular Department of the Bulgarian Ministry of Foreign Affairs.

The documents under item 4 and 5 after being attested by notary public in the foreign country have to be also certified for authenticity in the above way.

After being certified for authenticity, the documents have to be translated by an authorized Bulgarian translator and legalized by the Consular Dept. of the Bulgarian Ministry of Foreign Affairs.

If the documents are issued by a country member of the Convention Abolishing the Requirement of Legalization for Foreign Public Documents (The Hague Convention), and, they bear an original apostille, they do not need any further legalization. They have only to be accompanied by a legalized translation into Bulgarian.

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